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27 October 1959

MEMORANDUM FOR: Medical Staff Career Service Board

SUBJECT : Training Opportunities

1. Studies and records constantly show that improvements and progress in any field or profession is accomplished only through continuous study and training. Therefore, for one to make these improvements and advancements, studying and training must be a daily obligation.

2. Training courses wisely selected and planned will better prepare, as well as better inform, the individual of the responsibilities related to a job. Early phases of training are necessary, so as to familiarize the person with the nature of the work in relation to the industry or organization. At a later date, refresher or advanced courses should be required, thus enabling the individual the opportunity of keeping abreast with the progress, modifications and etc. in his particular field of work or profession.

3. Evaluating the better trained person and his work results has recently stimulated government agencies, the military, private industries and this Agency to initiate extensive training programs, including external and internal training, languages, rotation type of training, on-the-job or a tailored type of training applicable for a particular type of job.

4. This Agency has spent and is continuing to spend large sums of money and man-hours for training its personnel. It is also continuously modifying, improving and initiating new courses, as the needs may arise. These adjustments and initiations are made and are included in the present and future training plans. Agency training office's reports show that many of the components are taking and are continuing to take advantage of the training opportunities. With so much emphasis on training, divisions now include training programs in their future plans for career personnel and their future assignments. Recipients of past training have displayed marked improvement in their productivity and quality of work.

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5. With such favorable results benefited from training and the Agency's approval for more training, it is requested the Medical Staff Career Service Board initiate more participation in the training program.

6. It is believed the Career Service Board can render service and better guidance to its personnel in the selection of courses, as it is assumed, the individual's career and future plans rest in the hands of each parent career service board.

7. This office is willing to assist in any way possible and has submitted on several occasions recommendations for training, which would provide the Career Service Board with sufficient material to stimulate training for the Medical Staff.

8. Kindly refer to the memorandum of 25 May 1959, Medical Staff Training Report for Calendar Year 1958 and 22 September 1959, Recommended Training Program for Medical Staff Personnel. If these recommendations are put into effect, they would be beneficial to all parties concerned, as well as, improve the Staff's morale.

9. Training Officer is available at all times to further discuss this matter, if necessary.

10. Trust the Career Service Board will give this matter their undivided attention, as well as advise, as to the steps to be taken for active participation in the Agency's training program.

/s/

Training Officer, Operations Division
Medical Staff

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